

# birthday partyplanner

event: \_\_\_\_\_

date: \_\_\_\_\_ time: \_\_\_\_\_

location: \_\_\_\_\_

backup location: \_\_\_\_\_

- reserve venue
- send invitations
- plan food
- plan activities
- prepare party favors

{attendees}

name	address	invited	RSVP'd
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

{party schedule}

time	activity	notes
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____